

U.S. Department  
of Transportation



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United States Coast Guard

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United States  
Coast Guard

COMDTINST 2550.4I  
MAR 5, 1993

## COMMANDANT INSTRUCTION 12550.4I

Subj: Management of Civilian Overtime

Ref: (a) COMDTINST 12550.7 (series), Premium Pay for Civilian Employees  
(b) COMDTINST 12550.3 (series), Special Overtime Pay and Reimbursable Charges for Documentation Specialists and Marine Inspectors  
(c) Manual of Budgetary Administration, COMDTINST M7100.3 (series)  
(d) Time and Attendance Handbook - Uniform Payroll System, FAA Order 2730.8 (NOTAL)

- PURPOSE.** This Instruction provides general guidelines on approval and control of civilian overtime for all appropriations. It should be distinguished from references (a) and (b) which respectively set forth the Commandant's policy for the administration of: (1) premium pay for General Schedule and Federal wage system employees, and (2) special overtime pay for Documentation Specialists and Marine Inspectors.
- DIRECTIVE AFFECTED.** COMDTINST 12550.4H is canceled.
- DISCUSSION.** Although costly, civilian overtime is occasionally necessary to meet operational emergencies and administrative deadlines. Temporary hiring freezes and reduced personnel ceilings can also create situations which may necessitate the selective use of overtime. To keep the use of overtime to an absolute minimum, each level of command is responsible for periodic review, evaluation, and continuing improvement of its internal overtime control system.

### DISTRIBUTION - SDL No. 130

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A																										
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#### 4. RESPONSIBILITIES.

- a. Commandant (G-PC) sets overtime limits for Allotment Fund Code (AFC)-08. It is also responsible for developing innovative methods to improve management's access to information that will assist in the process of monitoring and controlling overtime expenditures. The primary tool for use in this regard is the Department of Transportation's (DOT) Interactive Payroll (INPAY) System, an automated system that provides actual personnel costs, including overtime data, by appropriation and AFC, to the individual cost center. Updated each biweekly pay period, INPAY is a read-only system formatted in user friendly, menu-driven fashion. It is now available at each location having a civilian personnel office (e.g., New York City, NY; Portsmouth, VA; Curtis Bay, MD; Alameda, CA; and Washington, DC). Fiscal year expenditures reported by INPAY are measured on the same basis as used by the Federal Government for reporting Full-Time Equivalency (FTE) consumption. The "FTE" fiscal year begins with the start of the first biweekly pay period closest to, but not later than 1 October. As a result, it may begin and end up to 13 calendar days earlier than the "standard" fiscal year.
- b. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters are responsible for managing the use of overtime in accordance with references (a) through (d), and the following guidelines:

##### (1) Control of Overtime.

- (a) Explore all reasonable alternatives before using overtime. Alternatives may include reallocation of staff resources, adjustment of work schedules, and use of temporary employees.
- (b) Maintain internal controls for the approval and monitoring of overtime to avoid abuses, inadvertent or otherwise, by supervisors or employees. Internal controls shall, as a minimum, include the following:
  - 1 Supervisors shall compare the amount of Regular Overtime authorized on CG Form 4358 (enclosure (1)), Civilian Overtime Authorization, for each employee to whom overtime was paid as shown in the Consolidated Uniform Payroll System (CUPS) Overtime Report, SYS-CTL-076. For each cost center, this report portrays the amount of Regular Overtime (hours and payments) used by each employee during the most recent quarter, and during the past year. Using this report, supervisors shall periodically compare the hours of overtime for which an employee has been paid with the security desk sign-in/sign-out log when available.
  - 2 Supervisors shall be present or, as a minimum, spot check for the presence of personnel during periods of authorized overtime.
  - 3 Supervisors shall spot check overtime authorizations, CG Form 4358, against overtime hours worked as indicated on the Time and Attendance (T&A) Report, DOT Form 2740.2, retained by T&A clerks. Second level supervisors shall ensure that these spot checks are occurring.

- 4.b.(1)(b)(4)      4      Second level supervisors shall periodically review work accomplished during overtime for quality and quantity.
- (c) Monitor AFC-08 overtime usage reports and projections provided on a periodic basis by Commandant (G-PC).
- (2) Monetary Limits on Paid Overtime.
- (a) Operating Expenses (OE).
- 1      General Schedule and Related Employees. Overtime limits for employees paid from AFC-08 are established and announced by Commandant (G-PC) annually by ALDIST or E-Mail. Further guidance is provided in enclosure (2). The limits provided are segregated according to the type of overtime performed. Firefighter overtime is exempted from the controls imposed by this Instruction, unless the Firefighter works more than 144 hours during the pay period. Separate limits are provided for regular overtime, administratively uncontrollable overtime for criminal investigators as discussed in reference (a), and special, reimbursable overtime as discussed in reference (b). In all cases, it is to be recognized that these limits are established as a necessary budget control mechanism and that they may not always match the local command's perception of its needs. (In particular, commands which have approved administratively uncontrollable overtime on an individual basis for civilians in criminal investigator positions, should be aware that funding allocated by the Commandant for this purpose may not fully accommodate the amounts approved locally. As with other types of overtime, the Commandant does not write a "blank check" for overtime approved on an "administratively uncontrollable" basis for criminal investigators.)
- When any of these three separate limits are exceeded, or when it is known that the limits will be exceeded, an amount of money to cover the unauthorized overtime expenditure shall be transferred by the responsible activity to compensate the AFC-08 fund. For purposes of communication regarding AFC-08 overtime expenditures, each command allocated an overtime limit shall designate an AFC-08 overtime management contact point, and shall so inform Commandant (G-PC). As necessary, Commandant (G-PC) will advise the contact point directly in writing of any detected or projected overexpenditure of AFC-08 overtime funds, and the requirement to compensate the AFC-08 fund for the excess. At the same time, local unit commanding officers are reminded of their responsibility to effect internal monitoring procedures as identified in paragraph 4.b.(1) and to initiate procedures to compensate AFC-08 when required, independent of prior notification by Commandant (G-PC).
- 2      Wage Grade Employees - Limits are established and overtime is approved by the official whose funds are to be charged (commanding officer, division chief, etc.). Overtime dollars are included in the wage grade funding provided to an Administrative Target Unit (ATU). When a unit commanding officer/office chief exceeds the allotted total wage grade funding, additional overtime must come from a unit's operating funds.

- 4.b.(2)(a)(2)(b) (b) Reserve Training (RT). Overtime limits for employees paid from AFC-98 are established by Commandant (G-RSP) annually by ALDIST or E-Mail. Further guidance is provided in enclosure (3).
- (c) Acquisition, Construction, and Improvement (AC&I). All requests for overtime by AC&I funded employees, or employees funded by other appropriations doing AC&I work, will be forwarded to Commandant (G-ES) for approval. All requests shall indicate the project being supported, the grade of the employee and the appropriation the employee's salary is paid from. Requests should be divided into quarterly requirements. All costs associated with AC&I overtime will be coordinated and executed through Commandant (G-ES).
- (d) Research, Development, Test, and Evaluation (RDT&E). Overtime for RDT&E funded personnel at the U. S. Coast Guard Research and Development Center must be approved by the Commanding Officer, U.S. Coast Guard Research and Development Center. Overtime for other RDT&E funded employees must be approved by Commandant (G-ER).
- (e) Yard Fund (YF). As prescribed by the Commanding Officer, Coast Guard Yard.
- (f) Environmental Compliance and Restoration (EC&R). As prescribed by Commandant (G-ECV). Requests for EC&R overtime require advance approval from Commandant (G-ECV). Authorization can be made on a quarterly basis. Requests must contain the amount requested, the applicable project and project number(s) and a description of the work to be accomplished.
- (3) Reimbursements.
- (a) Reimbursements between Coast Guard Organizations. If an employee whose pay is normally charged to one account (command, appropriation, etc.) works paid overtime for another account (command, appropriation, etc.), funds shall be transferred between organizations as mutually agreed to cover such costs. Transfer of overtime costs between organizations should be effected at the time the expenses are incurred.
- (b) Reimbursements between Other DOT Administrations, Federal Agencies, and Non-Federal Activities. For reimbursable paid overtime provided by Coast Guard to other DOT administrations, Federal agencies, and non-Federal activities, see Chapter 5, Section G of reference (d).
- (c) Pollution Response Overtime. Coast Guard civilian employees may be called on to support an On Scene Coordinator (OSC) who is responding to an oil spill or hazardous chemical incident under the Federal Water Pollution Control Act (FWPCA)/OPA 90 or Comprehensive Environmental Response, Compensation and Liability Act/Superfund Amendment Reauthorization Acts (CERCLA/SARA). If overtime is being performed on such an emergency basis, funding is available from the Oil Spill Liability Trust Fund or Superfund, respectively, to reimburse AFC-08 for overtime costs. Paid overtime is

appropriate for these instances, and compensatory time off should be used only when legislated annual pay caps will be exceeded by the individual employee. Specific instructions are provided in enclosure (4).

- 4.b.(2)(a)(4) (4) Identification of Funding Source. The source of funding for each civilian employee is identified in the Civilian Personnel Management Information System (CIVPMIS). All payroll-related costs (e.g., salary, overtime, pay differentials, benefits, awards, etc.) are based on the appropriation and AFC information indicated in CIVPMIS. Identified errors should be corrected through the involvement and participation of the servicing civilian personnel office and its CIVPMIS manager.
- (5) Time and Attendance and Related Documentation. Regular Overtime worked by an employee shall be recorded on the T&A as prescribed by reference (d). Administratively Uncontrollable Overtime will be approved on an individual basis and will be recorded in the CIVPMIS against the data element AUO PCT and any other associated data elements.
5. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters shall comply with the contents of this Instruction when approving civilian overtime.
6. FORMS AVAILABILITY. Form DOT F-2740.2, Time and Attendance Report, may be obtained from Commandant, G-PC. Form CG-4358, Civilian Overtime Authorization may be obtained from Supply Center Brooklyn, using SN 7530-01-GF2-9040, U/I (SH), or Forms Plus Laser (FPL). Form CG-5136 may be obtained from the National Pollution Funds Center (NPFC).

J. M. LOY  
Chief, Office of Personnel and Training

- Encl: (1) Civilian Overtime Authorization, CG Form 4358  
(2) Overtime Limitations for Classified OE and RT Employees  
(3) Reimbursable Overtime for Pollution Responses

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DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4358 (Rev. 6-67)	CIVILIAN OVERTIME AUTHORIZATION	<input type="checkbox"/> PAID <input type="checkbox"/> COMP
SECTION I – REQUEST FOR OVERTIME		
FROM:	TO:  VIA;	
PERIOD  FROM TO	NO HOURS REQUESTED	ESTIMATED COST (Paid Overtime Only)
JUSTIFICATION: (Explain why tasks cannot be accomplished within normal working hours or by temporary detail of personnel from other organizational components)  		
DATE	SIGNATURE AND TITLE	
SECTION II – AUTHORIZATION OF OVERTIME WORK (For use only by Approving Official)		
RETURNED <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (See Comments)	AUTHORIZATION NUMBER	
COMMENTS:  		
DATE	SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL	

PREVIOUS EDITION MAY BE USE

Overtime Limitations for Employees Paid from AFC-08.

1. Annual Limitations. The limitations established by Commandant (G-PC) apply separately to the various types of overtime funded from AFC-08 including regular, administratively uncontrollable, and "special" overtime pay. (Administratively uncontrollable overtime is discussed in reference (a); special overtime is discussed in reference (b).) These allocations are to be administered by area and district commanders, commanders of maintenance and logistics commands, Headquarters unit commanding officers, and chiefs of Headquarters offices on a fiscal year basis. The limitations are provided to meet both the mandatory paid overtime requirements of current regulations, and critical peak workload demands which cannot be met by compensatory time or other administrative means.
2. Modification of Limitations. Annually established allocations can only be exceeded when the responsible activity compensates the AFC-08 fund by transferring to AFC-08 an amount of money equal to the amount of excess. To increase its overtime ceiling, the responsible command must:
  - a. Determine an offsetting source of funds, e.g., AFC-30;
  - b. Advise Commandant (G-PC) of the intention to make a transfer; and
  - c. Provide Commandant (G-CFM-2 and G-CBU-2) via E-mail an identification of the offsetting source of funds, including the AFC used, its accounting string, the time period of occurrence (quarter), the amounts, and the justification for the transfer. The accounting string to be referenced for AFC-08 in the transaction is: X01 299 08 0 00 where X indicates the fiscal year, e.g., for FY93, X - 3.

Expenditure transfers (G-Schedule) to AFC-08 should not be used to increase an allocation. (Expenditure transfers referred to here are defined as an accounting process whereby one AFC's expenditure is decreased by the Finance Center while another is respectively increased by a corresponding amount.) Commands having questions about the current transfer procedures to use should contact Commandant (G-PC).

3. Documentation. Paid overtime shall be approved by senior officials designated by area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and by deputy office chiefs in Headquarters on CG Form 4358, Civilian Overtime Authorization. Paid overtime for employees within the Office of the Commandant (G-C) shall be approved by the Executive Assistant to the Commandant, except for the Commandant's Secretary whose overtime shall be approved by the Vice Commandant. Prior to approval, each form shall be endorsed indicating the total monetary limitation for the period, and the unused balance if the requested overtime is approved. A file of approved CG-4358 forms shall be maintained by the approving command or office.
4. Overtime Limitations for Classified Reserve Training Employees.
  1. Annual Limitations. The limitations addressed here apply to overtime pay funded from AFC-98 and are provided to meet both mandatory paid overtime requirements and critical peak workload demands of the Reserve forces program which cannot be met more efficiently by other means. They are to be administered by district commanders (r), commanding officers of Headquarters units, and Commandant (G-RSP) on a fiscal year basis.
  2. Documentation. Paid overtime shall be approved on CG Form 4358, Civilian Overtime



Authorization, and endorsed indicating the total monetary limitation for the period, and the unused balance if approved. A file of approved CG-4358 forms shall be maintained by the approving office.

3. Modification of Limitations. Overtime in excess of announced limitations must be approved by Commandant (G-RSP). Requests to exceed these limitations shall include supporting documentation.

Reimbursable Overtime for Pollution Responses.

1. Management and Control. During an incident, the On Scene Coordinator (OSC) is the direct manager of all resources being used in the pollution removal or response effort. The OSC has great latitude under the various laws and the National Contingency Plan (40 CFR 300) to employ whatever Federal, State, or private personnel and equipment are necessary to rapidly address the incident. In the Coast Guard, predesignated OSCs are the Commanding Officers of Marine Safety Offices and Captains of the Port (COTP). Environmental Protection Agency (EPA) OSC's are assigned to EPA Regional Offices, and may also request CG support, through the district commander (m). OSC's manage civilian overtime no different than all other obligations incurred during an incident.
2. Approval. The OSC is the approving official for overtime in pollution incidents.
  - a. In the event the OSC is from an agency other than the Coast Guard:
    - (1) The Coast Guard civilian employee's supervisor may be the approving official, so long as the supervisor ensures that the overtime has been authorized by the OSC and funding has been set aside from the authorized ceiling for the removal or response, and
    - (2) The supervisor shall coordinate such actions with the district commander (mep).
3. Documentation Required. Approved overtime must be documented in both the incident records, to reflect the obligation and costs of the overtime, and in the civilian pay system, to ensure personnel are in fact paid and that a record of the amount required for reimbursement is maintained.
  - a. Incident Documentation. The OSC is required by National Pollution Funds Center (NPFC) policies and procedures to document all costs incurred during the response, including civilian overtime. The OSC shall use existing form CG-5136B, POLLUTION INCIDENT DAILY RESOURCE REPORT GOVERNMENT PERSONNEL to document government employee costs for each incident. This form reflects total hours, by employee, by day, and provides sufficient detail to verify overtime for any given day for every civilian Coast Guard employee working under the direction of the OSC.
  - b. Civilian Payroll System. Following the procedures in enclosure (2) to reference (b), the approving official shall complete CG Form CG-829, Summary of Overtime Services, to document the approval. When completing the form, the approving official shall indicate under "PORT" at the top of the form, the command serving as the OSC, or the agency and region if the OSC is from another agency. In the space immediately below the title line headed "DURING THE PAY PERIOD ...", insert: POLLUTION RESPONSE OVERTIME FOR FEDERAL PROJECT NUMBER \_\_\_\_\_.

Each form should be distributed to payroll in time to meet the customary deadlines for processing. With each submission of CG-829, enclose copies of CG-5136B which document the approval and use of overtime for the incident. Copies of each submission, including the enclosed CG-5136B, shall be sent to the Director, National Pollution Funds Center (cfl), and Commandant (G-PC-1).

4. Obligation of Funds. The approval of overtime by the OSC constitutes an obligation of funds for the incident. The OSC shall apply this obligation against the approved Fund ceiling and record it on appropriate ceiling management forms (CG-5136F) or CG-5136F-1).
5. Billing Procedures. For pollution incidents, billing procedures established by reference (b) are not to be followed. Billing will be according to the NPFC Technical Operating Procedures.
6. Reimbursement Procedures. The Commandant (G-PC-1), upon receipt of supporting documentation, and in coordination with the Director, National Pollution Funds Center, will initiate a Change in Financial Plan (CIFP) to reimburse AFC-08 for amounts of overtime paid for pollution incidents.

## Supplement to Commandant Instruction 12550.01 Management of Civilian Overtime

### CIVILIAN OVERTIME FOR CG EMPLOYEES

Overview: Civilian overtime on spills. These procedures apply when CG OSCs use CG Civilian employees on a spill and overtime work is performed.

- (A) For the employee to be paid, the employee's work station/unit shall follow standard Civilian time card or automated payroll recording procedures. Record the overtime for the specific pay period during which the work was performed.
- (B) Follow the policy and procedures of COMDTINST 12550.4I, Enclosure (4) for documenting the overtime. CG OSCs shall use CG-829 to authorize overtime.
- (C) Attach the completed CG-829 to the individual's time card as documentation for the overtime submitted on the time card. Reference the form for automated submissions.
- (D) The time clerk shall:
  - (i) retain the time card and the completed CG 829 according to standard procedures.
  - (ii) provide a copy of each individual's time card back to the OSC who authorized the overtime.
- (E) The OSC shall:
  - (i) match the time cards received with the civilian overtime authorized on the approved CG 829.
  - (ii) submit the CG-829 and associated time cards with the cost summary report sent to the NPFC.

UNITED STATES COAST GUARD

DURING THE PAY PERIOD \_\_\_\_\_

I certify that the facts and amounts as shown above are true and correct.

Title \_\_\_\_\_